

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:		Kauaʻi Fire Commission	Meeting Date	June 13, 2018
Location	Mo`ikeha Building – Meeting Room 2A/B		Start of Meeting: 2:00 p.m.	End of Meeting: 4:21 p.m.
Present	Chair Thomas Nizo; Vice Chair Chad Pacheco; Commissioners: Alfredo Garces Jr., Linda Kaauwai-Iwamoto, Alfred Levinthol and Michael Martinez. Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Administrator Nicholas R. Courson; Office of the County Attorney: Deputy County Attorney Teresa Tumbaga; Fire Department: Fire Chief Robert Westerman; Deputy Fire Chief Kilipaki Vaughan and Chief’s Secretary Debby Gatioan.			
Excused				
Absent	Commissioner Jimmy Miranda			
SUBJECT	DISCUSSION			ACTION
Call To Order				Chair Nizo called the meeting to order at 2:00 p.m. with five Commissioners present to conduct business.
Approval of Minutes	Special Open Session Minutes of April 30, 2018 Regular Open Session Minutes of May 7, 2018			Ms. Kaauwai-Iwamoto moved to approve the meeting minutes of April 30, 2018 and May 7, 2018 as circulated. Vice Chair Pacheco seconded the motion. The motion carried 6:0.
Chief’s Monthly Reports for April	1. Fire Commission Reports 2. Fiscal Report as of March 31, 2018 3. Daily Flight Hours and Alarm Data 4. Letter of Appreciation dated March 13, 2018 5. Chief’s Announcements and Pertinent Updates Fire Chief Westerman gave a brief overview of his monthly reports, highlighting the Employees Awards Banquet and his attendance to the Dispatchers Appreciation Day to honor the County of Kauaʻi 911 Dispatchers. <u>Operations Bureau</u> There were a total of 5217 calls for service compared to last year’s 4917 calls for			

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	<p>service; reflecting an overall of 10 to 14 percent increase.</p> <p><u>Equipment & Apparatus Status</u> There was an error in the report showing Engine No. 5 as being mission capable, but it's still under repair to fix the air leaks as well to prevent future air leaks from occurring.</p> <p><u>Training Bureau</u> The bureau conducted 47 sessions of class room training which equaled to 90 hours of training, bringing the total to 2476 of training hours.</p> <p><u>Prevention Bureau</u> There were 44 Building Permit Plan Reviews, 1 Fire structural Fire Investigation on Kolohe Road on Kalāheo, 2 Additional Dwelling Unit Permit Application Reviews, 8 Certificate of Occupancy, 5 Business Certificate of Occupancy, 7 Witness Acceptance Tests conducted, 8 Fire Safety Presentations, 61 Telephone Inquiries and 1 Career Day Participation.</p> <p><u>Ocean Safety Bureau</u> Although the Hā'ena & Kē'ē Towers were closed due to the flooding event, a decision was made to staff those towers because the public were still going to those beaches. Members of the Kaua'i fire Department were featured on the Wala'au Show for the opening of the new Nukumoi Lifeguard Tower at Po'ipū Beach. Junior Lifeguard Instructor Training were conducted in the month of April. Roving Patrol jet ski rescue are up by 5 and the jet ski assist up by 17. No drownings were reported in the month of April.</p>	

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	<p><u>Fiscal Report as of April 30, 2018</u> As of April 30, 2018 the Department is at 83.33% expended and is expected to close out the fiscal year on track despite of other significant expenditures that are still pending. The new 2018/2019 Fiscal Year Budget was approved by Mayor Carvalho and can be found on the County of Kaua'i website.</p> <p><u>Air 1 Daily Flight Hours and Alarm Data</u> April was a typical month except for Air 1 except for an increase in search and rescue missions due to the flooding event. Air 2 conducted 6.7 flight hours all due to the flooding event.</p> <p>In addition to the Chief's report, Deputy Fire Chief Vaughan shared that he has just completed 2 weeks of training for Fire Officer III and IV and another three days of accreditation training. He thanked Fire Chief Westerman for being such a great mentor and for giving him the opportunity to further his career.</p> <p>With no further comments, Chair Nizo moved on to item KFC 2018-08.</p> <p>Chair Nizo asked how is the Department going to recoup the funds that were used for emergency response to which Fire Chief Westerman replied that the County is very adamant about recouping all of the cost so they brought in by people who are trained in the incident management to run the logistics and to make sure that they're documenting all of the cost in order for the County to get back all of the funding. He added that in addition to the \$5 million dollars that the County Council approved for emergency response, Governor Ige approved \$100 million dollars for Kaua'i and they are waiting for him to release those funds.</p>	
<p>Business KFC 2018-08</p>	<p><u>Fire Chief Robert Westerman's June Quarterly Report on the Fire Department's 2018 Strategic Initiatives and Goals.</u></p>	

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	<p>Fire Chief Westerman explained that the report contains the strategic initiatives and goals that was approved by the Commissioners at the last meeting.</p> <p><u>Strategic Initiative No. 2 Invest in KFD's future by ensuring the training and development of department personnel to build capacity and leadership.</u></p> <p><u>Goals 2.1.3 Implement written job performance reviews (JPR's) for firefighter and ocean safety recruits at least three months during their probationary period. Fire firefighter recruits they would conduct a review after each rotation.</u></p> <p>Update: At the end of the week the recruits were rated by their different instructors and at the end of month the training Captain would take all of the weekly stats, combine it, and goes over the results with the individual recruits to point out the areas where they need improvement.</p> <p><u>Goal 2.2.1 Initiate improvements in the hiring and probation period and the promotion process.</u></p> <p>Update: Deputy Fire Chief Vaughan has been working alongside HR to come up with a way to try to provide early training for the Department's recruit entry exam.</p> <p>Deputy Fire Chief Vaughan shared that with the help of Friends of the Kaua'i Fire Department (501 c), they were able to hold a month long seminar in the districts of Kapa'a, Hanalei and Waimea for a pilot group of potential eligible firefighter candidates to help prepare them (mentally) before they take the written civil service examination for Firefighter I position.</p> <p><u>Strategic Initiative No. 3 Initiate planning and preparation ti provide emergency medical services.</u></p>	

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	<p><u>Goal 3.1 Prepare to provide basic life support (BLS) service to meet immediate needs.</u></p> <p>Update: As of March 31, 2018, 62 firefighters have been trained to date. In current the class (which ended in May) 7 new recruits passed the emergency medical technician class and are now able to provide emergency medical services.</p> <p><u>Strategic Initiative No. 4 Explore and develop opportunities for revenue generation and cost recovery.</u></p> <p><u>Goal 4.1 Maintain 80% of staffing on a daily basis.</u></p> <p>Update date: As of March 31, 2018, staffing has been running over 80%, 100% of the time in excess of the standard.</p> <p><u>Goal 4.2.1 Research new public and private grant opportunities. Performance measure: FY2018 apply for 6 additional public/private grants.</u></p> <p>Update: As of March 31, 2018, the Department was able to complete the renovation of the Kalāheo Fire Station roof, fix the driveway and install a new photovoltaic system on the roof. All of which were made possible through the CDBG grant.</p> <p><u>Strategic Initiative No. 5 Institutionalize planning to meet the facility needs of the Kaua‘i Fire Department.</u></p> <p><u>Goal 5.1. Maintain an average response time of 6t minutes 90% of the time.</u></p> <p>Update: as of 12/29/2017 response times as reflected in the Department’s records management system show the Department has been running over 6 minutes, but has improved on an average of 7 minutes point 12 seconds down from 7 minutes point 49 seconds as previously recorded.</p>	

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	With nothing further to report, Chair Nizo moved on to the announcements.	
Announcement	<p>Next regular meeting – Monday, July 2, 2018 at 2:00 p.m. at the Mo'ikeha Building, Meeting Room 2A/2B. Executive Session to follow.</p> <p>Chair Nizo informed the Commissioners that due to a prior obligation, he is unable to attend the meeting in July and would like ask Vice Chair Pacheco if he could run the meeting to which Vice Chair Pacheco replied yes.</p>	
Executive Session KFC 2018-002	Pursuant to Hawai'i Revised Statutes §92-4 and §92-5 (a) and (2) and (4), the purpose of this Executive Session is for the Commission to consult with its attorney as it relates to the hiring process of selecting a new Fire Chief, and to consult with its attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities and liabilities as they may relate to this agenda item. (On-going)	At 2:31 p.m. Vice Chair Pacheco read the Hawai'i Revised Statutes to bring the meeting into Executive Session.
ES KFC 2018-006	Pursuant to Hawai'i Revised Statutes §92-4, §92-5 (a) (2) and (4) the purpose of this Executive Session is for the Commission to consider Formal Notarized Complaint No. KFC 2018-001 that was filed on April 11, 2018. And to consult with its attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities as they may relate to this item. The complainant alleges that a captain in the Kaua'i Fire Department said uncaring things to her during an incident that involved the complainant's husband who fell ill and needed assistance. (Referred to the Office of the Fire Chief on 5/7/18; pending report of findings)	
ES KFC 2018-007	Pursuant to Hawai'i Revised Statutes §92-4, §92-5(a) (2) and (4), the purpose of this Executive Session is for the Commission to consider the evaluation of Fire Chief Robert Westerman where consideration of matters affecting privacy will be involved; provided that if the individual concerned requests an open meeting, an open meeting shall be held, and to consult with its attorney on the powers duties, privileges, immunities, and liabilities as they may relate to this agenda item.	

SUBJECT	DISCUSSION	ACTION
ES KFC 2018-008	Pursuant to Hawai'i Revised Statutes §92-4, §92-5 (a) (4), §92-9 (a) (1-4) and (b), the purpose of this Executive Session is for the Commission to approve the Special Executive Session meeting minutes of April 30, 2018 and May 7, 2018, and to consult with its attorney on issues pertaining to the Commission's powers, duties, privileges, immunities, and or liabilities as they may relate to this agenda item.	Chair Nizo called for a motion to enter into Executive Session. Vice Chair Pacheco moved to enter into Executive Session. Ms. Kaauwai-Iwamoto seconded the motion. The motion carried 6:0. At 2:33 p.m. the Commissioners entered into Executive Session.
Return to Open Session to Ratify the actions taken in Executive Session	At 4:21 p.m. the Commissioners reconvened in Open Session. Chair Nizo called for a motion to ratify the actions taken in Executive Session.	<p>Vice Chair Pacheco moved to ratify the actions taken in Executive Session. Mr. Levinthol seconded the motion. The motion carried 6:0.</p> <p>ES KFC 2018-002: <u>Motion No. 1</u> Motion carried 6:0 to have the Department of Human Resource create a matrix reflecting the seven desirable skills and qualifications to identify which qualified candidate has those attributes.</p> <p><u>Motion No. 2</u> Motion carried 6:0 to have the Department of Human Resource send a letter of acknowledgement (on behalf of the Fire Commission) to the individual candidates who met the minimum qualification requirements that their application is still being considered.</p>

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		<u>Motion No. 3</u> Motion carried 6:0 to have the Department of Human Resource send a letter to the applicant explaining in detail as to why he did not meet the minimum qualification requirements. <u>ES KFC 2018-007</u> Motion carried 6:0 to have the Office of Boards and Commission draft the memo give it to the Chair to sign and forward the letter to HR for distribution. <u>ES KFC 2018-008</u> Motion carried 6:0 to approve the Executive Session Meeting Minutes of April 30, 2018 and May 7, 2018 as circulated.
Adjournment	Mr. Martinez mentioned that before the Chair calls for a motion to adjourn the meeting, he would like remind everyone to submit their questions to Ms. Tumbaga by Friday, June 15, 2018. With no further business to conduct, Chair Nizo called for a motion to adjourn the meeting.	Mr. Garces moved to adjourn the meeting. Vice Chair Pacheco seconded the motion and the motion carried 6:0. At 4:21 p.m. the meeting adjourned.

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Chad Pacheco, Vice Chair

(x) Approved as circulated on July 2, 2018
() Approved as amended. See minutes of _____ meeting.